



Santa Clara University Campus Safety	Policy Manual
Vehicle Use Policy	Effective Date: 10/15/2023

Purpose:

University-owned vehicles are provided to Campus Safety staff members for use during their shifts. The purpose of this policy is to provide guidelines for their use. This policy applies to all Campus Safety employees.

Definition:

CSS vehicle(s) - any motor vehicle owned by the University and assigned to the CSS for use by its members.

Policy:

CSS vehicles are the property of Santa Clara University and are not for personal use. While operating any CSS vehicle, Campus Safety Services employees must have a valid California Driver's license in their possession. Shift Supervisors will review license status at the time of hire and every six (6) months (January and June) to ensure validity.

Staff members who experience a change in their license status shall notify their Shift Supervisor as soon as possible. Employees with a suspended or expired license will not be permitted to operate any department vehicle until their license status is restored. If their license status cannot be restored or restoration will be delayed indefinitely, the staff member in question will be referred to Human Resources for review. Staff members with suspended licenses may face disciplinary action, up to and including termination of employment.

When operating a CSS vehicle, employees will adhere to all applicable local, state, and federal laws, and all internal safety regulations, including but not limited to:

- Proper use of a seatbelt and/or safety equipment
- Safe speeds
- Use of lighting and signaling devices
- Yield to all pedestrians
- Cautious and courteous vehicle operation

Staff members found to be operating any vehicle contrary to any part of this policy will be subject to disciplinary action.

Prohibited Operations:

Operation of any CSS vehicle under the influence of narcotics, certain prescription medication, or alcohol is strictly prohibited.

Any tobacco use, to include smoking, vaping, or chewing tobacco while operating a CSS vehicle is prohibited.

Any phone usage must be hands-free, in accordance with California law. Texting while driving is expressly prohibited.

Vehicles should not be driven on any University sidewalk or mall, except in an emergency.

Use of department vehicles should be limited to CSS staff members. Courtesy transports should be limited to students, faculty, and staff. Time stamps and mileage should be noted for each and every transport and arrival. Transport of others not listed in this policy shall require supervisor approval or prior written authorization by the Assistant Director or Director.

Parking:

CSS vehicles should be legally parked at all times. Vehicles should not block fire lanes or disabled parking.

Vehicle Damage / Accident Reporting:

Staff members should conduct a thorough vehicle inspection at the beginning of their shift, prior to using any department vehicle. Any new vehicle damage should be reported immediately to the employee's supervisor. Any damage should be photographed. Supervisors will complete a vehicle damage form and notify the Assistant Director via email. The email should include a summary and photographs.

If a vehicle accident occurs while operating a CSS vehicle, the driver will notify a CSS Supervisor as soon as it is safe to do so. Supervisors will respond to the accident scene immediately upon receiving the notification. If the accident occurs on a public roadway, the Santa Clara Police Department should be called to take a report. If the accident occurs on

private property, an exchange of information should suffice (Exceptions: hit and run, major injury, other party demand).

If an accident occurs, the vehicle operator will:

- Contact emergency services (if necessary)
- Move self and vehicle to safety
- Contact CSS supervisor
- Provide CDL information to PD (if called)
- Provide identification and self-insured information to other driver
- Write a report

After a collision, supervisors will:

- Respond to scene of collision
- Ensure emergency services have been called (if necessary)
- Take photographs
- Obtain the police report number (if applicable)
- Ensure pertinent information has been provided to other involved parties
- Locate and save surveillance footage (if applicable)
- Notify Assistant Director (provide copy of all reports)
- Provide injury paperwork to employee
- Arrange for future staffing
- Follow-up with injured employee

General:

All vehicles are the property of Santa Clara University for use by Campus Safety Services. Vehicles are not assigned to specific persons or positions. Keys to vehicles not in use should be returned to the board storage for community use. Shift Supervisors may, in certain circumstances, assign vehicles for specific tasks or purposes.

Vehicle Maintenance:

Vehicles should be kept clean at all times. Staff members should clean out their vehicles and refill gasoline at the end of each shift. Employees are assigned a gasoline code upon being hired. This number is for tracking purposes and should not be shared. Staff members should use their personal code each time they refuel. Staff members found to be using another member's code will be subject to discipline. The CSS Administrative Assistant will be responsible for maintaining the gasoline code list.

Maintenance updates or service due dates (including "check engine" notifications) should be reported to a supervisor immediately. Supervisors will create a work order and inform the Assistant Director immediately upon learning of any maintenance needs. The supervisor should send an email to the Administrative Assistant for record keeping.

Vehicle Damage Form